



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 22, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 23, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, September 6, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Impaired Driving Coordinator
Bureau of Safety Programs & Engineering
Office of Program Development
Springfield

Attachments
41122

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, September 6, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager IV

Salary Range: \$5,015 - \$9,155

Position Title: Impaired Driving Coordinator

Union Position: ☒ Yes ☐ No

Position Number: PW414-23-65-803-22-03

IPR#: 41122

Office/Central Bureau/District/Work Address:

Office of Program Development/Bureau of Safety Programs and Engineering/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for coordinating the Bureau of Safety Programs and Engineering's Impaired Driving Countermeasure programs, supporting law enforcement activities and generating media interest in traffic safety, as well as analyzing data from motor vehicle related fatalities and injuries.

Special Qualifications:

Required:

- A valid driver's license
- In-and out-of-state travel which may require overnight stays

Desired:

- Knowledge, skill and mental development equivalent to four years of college preferably with courses in public administration, public health, communications, business management or safety
- Five years' experience in public or business administration, program management, data analysis, public finance activities or equivalent combination of experience and training
- Previous experience working with federal rules and regulations
- Previous experience working with highway safety-related grants/programs

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	5-20-16	POSITION:	Impaired Driving Coordinator
APPROVED BY:	<i>Priscilla Tobias</i>	OFFICE/DIVISION:	Office of Program Development/Bureau of Safety Programs & Engineering
CODE:	PW414-23-65-803-22-03	REPORTS TO:	At-Risk Behavior Unit Manager

Position Purpose

This position is accountable for coordinating the Bureau of Safety Programs and Engineering's (BSPE) Impaired Driving Countermeasure programs, supporting law enforcement activities, generating media interest in traffic safety, as well as analyzing data from motor vehicle related fatalities and injuries.

Dimensions

Local Alcohol Safety Projects:	150-200 annually
Statewide Alcohol Safety Programs:	10-15 annually
Annual Impaired Driving Highway Safety Funds:	\$8.5 million federal annually

Nature and Scope

This position reports to the At-Risk Behavior Unit Manager as do the Occupant Protection Coordinator and the Special Safety Programs Manager. No subordinates report to this position.

This position serves as the statewide coordinator between federal, state and local agencies in the implementation and execution of data-driven impaired driving programs in the continuing effort to reduce traffic crashes, fatalities and injuries. Duties include supporting law enforcement activities, generating media interest in traffic safety, analyzing data from motor vehicle related fatalities and injuries and identifying multi-discipline data-driven safety strategies associated with impaired driving.

The incumbent must identify and coordinate the implementation of viable enforcement, education, prosecution and adjudication programs that will aid in deterring the impaired driver and ultimately reduce fatal and serious injury crashes related to impaired driving. This requires the knowledge of and coordination with national, state and local governmental agencies, various volunteer agencies and corporations, and public interest groups who are interested in reducing the number of impaired driving related highway fatalities and serious injuries in Illinois.

This position works to direct resources and efforts where impaired driving programs can be effectively implemented. This includes identifying potential partners eligible for IDOT funding initiatives based on data-driven analyses, providing support and guidance in identifying and completing the appropriate funding request documentation, and coordinating efforts to gather and analyze alcohol crash, arrest and adjudication data that will assist in the determination of the optimum time and placement of impaired driving enforcement funding.

S/He will serve as a coordinating link between the law enforcement community and media to generate interest in impaired driving enforcement. S/He will attend meetings and conferences as needed and provide Impaired Driving Coordinator related presentations as directed.

The incumbent will aid in developing, revising, and implementing the Impaired Driving Emphasis Area in the Illinois Strategic Highway Safety Plan (SHSP), which will incorporate the Department's annual National Highway Traffic Safety Administration (NHTSA) Highway Safety Plan (HSP). The incumbent will plan and prepare the annual Impaired Driving portion of Illinois' HSP for submission to the NHTSA as well as monitor the fiscal aspects of the plan to evaluate use of funding sources. Responsibilities related to the HSP are to maintain up-to-date knowledge of federal rules and regulations; serve as the representative on various national and state committees; coordinate meetings and maintain liaison relationships involving federal, state, local, private organizations and the BSPE partners to develop and implement impaired driving programs.

The incumbent is afforded broad latitude in the development of Impaired Driving activities for the BSPE. S/He is guided by the general policies of the Department and the BSPE as well as federal and state guidelines and regulations governing the use of funds. All program activities are subject to the approval of the Bureau Chief of BSPE.

In order to ensure compliance with federal regulations, the incumbent maintains communication with the NHTSA's Regional Office. S/He contacts leaders of national, state and local volunteer and civic organizations to ensure promotion and implementation of impaired driving programs. Other external contacts include law enforcement agencies and the media. Internally, contact is maintained with grant administrators and other employees of the BSPE. Coordination with IDOT district offices may occur to advance implementation of impaired driving programs as part of multi-discipline safety efforts. Travel throughout the state is required to attend meetings and promote and/or monitor projects.

The effectiveness of this position can be determined by the incumbent's ability to coordinate the participation of a variety of federal, state, local, and private entities in a comprehensive effort to reduce the incidence of impaired-driving related traffic crashes and resultant injuries and fatalities.

Principal Accountabilities

1. Aids in developing, revising, and implementing the Impaired Driving Emphasis Area in the Illinois Strategic Highway Safety Plan (SHSP).
2. Assists in the planning, preparation, development and administration of the annual Illinois Highway Safety Plan (HSP) in regards to impaired driving programs.
3. Monitors the fiscal aspects of the Illinois HSP to evaluate use of impaired driving and other funding sources.
4. Develops and revises specifications and policies necessary for ongoing/new/innovative enforcement and other grant programs intended to reduce impaired-driving related crashes, injuries and fatalities.
5. Maintains up-to-date knowledge of federal rules and regulations for developing the Illinois SHSP and HSP.
6. Serves as needed as an IDOT project manager for local and/or state impaired driving highway safety projects.
7. Serves as of the BSPE representative on various national and state committees and coordinate meetings involving federal, state, local, private organizations and of the BSPE partners to implement impaired driving programs.

8. Serves as a liaison with federal, state, local and private agencies in developing and executing impaired driving project activities.
9. Coordinates activities between the BSPE and the IDOT Office of Communications by assisting in the planning and implementation of alcohol mobilization periods throughout the calendar year, including three major mobilization periods during July 4th, Labor Day and the December holidays, including public relations and other messaging efforts.
10. Works with other BSPE staff by coordinating efforts to gather and analyze alcohol and other crash factors, as well as arrest and adjudication data that will assist in the determination of the optimum time and placement of impaired driving and other traffic enforcement funding. Provide guidance in the use of this data in pinpointing impaired driving traffic enforcement and advertising efforts throughout the state.
11. Advises BSPE management on all impaired-driving and DUI issues.
12. Performs other duties as assigned.
13. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.